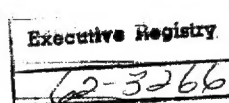


SECRET

4 May 1962

MEMORANDUM FOR: Mr. Kirkpatrick

SUBJECT : Report of Cable Secretariat Operations 1-30 April 1962

1. CABLES PROCESSED

- a. CIA cables totaled 15, 925 IN cables, 6, 201 OUT cables, 1, 408 TD's and 756 miscellaneous items for a total of 24, 290 work items. This represents an increase of 155 items or .5% more than the 1961 monthly average of 24, 135 work items.
- b. Non-CIA cables totaled 11, 536, a decrease of 836 or 7% below the 12, 372 monthly average for 1961. The April 1962 total is 1, 441 or 12% less than March 1962.
- c. The combined work units of CIA and non-CIA Cable Secretariat including miscellaneous and service requests totaled 36, 449 items or 1, 215 items each 24 hour day including Saturdays and Sundays.
- d. Five hundred fifty-nine (559) cables or 2.5% of all cables processed were furnished to the Director as compared to 536 or 2% for March 1962.

*Just about
400 items a
minute - 24
hours a day -
7 days a week.*

2. PERSONNEL

We are two persons short of our T/O of [REDACTED] persons. Last month we gained ^{25X1A} three clericals on our 1530-2400 shift. The two clerical vacancies are on the 2330-0800 shift and Office of Personnel is doing all they can to fill these vacancies. As stated in previous reports, the staffing of clericals on the nite shift has been a problem.

3. GENERAL

- a. I will be away from 7-18 May on military leave.

- 25X1A b. [REDACTED] is retiring on 25 May 1962. Plans are being made for a buffet dinner on Wednesday evening 23 May 1962. [REDACTED] has been handling 25X1A non-CIA cables for approximately 15 years.

25X1A


Cable Secretary**SECRET**